



DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHWEST
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IN REPLY REFER TO:

COMNAVREGSWINST 8020.2B
N43WP

SEP 01 2004

COMNAVREGSW INSTRUCTION 8020.2B

Subj: EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND
CERTIFICATION (QUAL/CERT) PROGRAM

Ref: (a) OPNAVINST 8023.14
(b) NAVSEAINST 8023.11
(c) NAVSEA OP 5, VOL 1,
(d) NAVMED P-117
(e) CINCPACFLTINST 8023.5
(f) 48 CFR 252

Encl: (1) Covered Individuals
(2) Exempt Individuals
(3) Definition of Terms
(4) Contractor Certification Sheet
(5) Families of Explosives/Explosive Devices
(6) Training Plan (TP)
(7) Work Task Codes (WTC)
(8) Applicable Work Task Codes For Specific Activities
(9) Certification Levels
(10) Qual/Cert Guidelines
(11) Forms
(12) Qualification/Certification Check sheet

1. Purpose. To provide guidance and direction for implementing and maintaining a standard Qualification/Certification (Qual/Cert) Program for ammunition handlers at Navy Region Southwest (NRSW) activities per reference (a) and, for the implementation of the safety, operating and training requirements of references (b) through (f).

2. Cancellation. COMNAVREGSWINST 8020.2A.

3. Background. Reference (a) directs that activities shall conduct tasks involving ammunition in the safest manner possible and will implement a Qual/Cert Program as part of an overall Explosives Safety Program designed to maximize explosives safety while meeting mission requirements. Improper handling, loading, processing, disposal, testing, or demilitarization of ammunition has, in the past, resulted in many mishaps with injuries, loss of life, damage amounting to millions of dollars, and reduced operational effectiveness. The results of the investigations into many of these incidents identify the presence of an individual who was not properly qualified or certified to perform

the assigned task. This fact figured prominently in the assessment of why the incident occurred and how a qualified and certified individual's subsequent actions could have mitigated the degree of damage the incident caused.

4. Scope. The Qual/Cert Program is required for every NRSW activity whose mission involves any explosive task or device. Enclosures (1) through (12) provide guidance for implementing and maintaining a standard Qual/Cert Program. Enclosure (1) identifies personnel that must be qualified and certified. Enclosure (2) identifies those individuals exempt from this instruction.

a. Personnel are any military, reservist, civilian, or contractor personnel or teams employed/stationed/detailed/TDY within the NRSW. Individuals from NRSW activities covered by this instruction sent to handle ammunition at other NRSW activities shall also be certified according to this instruction.

b. Additional definitions for terms contained in this instruction are located in enclosure (3).

c. Ammunition is any ordnance, explosive or explosive materials/items/devices as listed in enclosure (5) classified or under development for classification as Department of Transportation Class 1, Divisions 1 through 6.

d. Ammunition handlers are individuals who physically, assemble, handle, transport, test, store, or ship ammunition.

5. Policy. The Commanding Officer/Officer-in-Charge (CO/OIC) or Director shall establish a Qual/Cert Board that is responsible for defining all phases of the program, using the minimum requirements established by this instruction. The essential elements of the Qual/Cert Program are to ensure that:

a. A sound and effective Qual/Cert Program has quality and depth of training. The training necessary to achieve the qualifications for certification must be formalized for the individual requiring certification and for the Qual/Cert Board to make the proper judgment. Use every training means available to achieve qualification. For standardization, a Qual/Cert training plan as defined in enclosure (6) will be developed and used as a guide for qualification and certifications.

b. All ammunition-handling tasks are identified.

c. The individuals performing the tasks are properly trained and meet all other qualifications.

d. The individuals demonstrate their competency in performing the task before a certified Board Member, Quality Assurance (QA) Inspector, Team Leader, or immediate Supervisor.

e. The individual's documentation goes to the Board Chairman to receive certification. All the necessary supporting documentation is maintained in such a manner that the activity can readily verify the certification status of all individuals.

6. Actions

a. Commanding Officer (CO)/Officer-in-Charge (OIC), or Director shall:

(1) Ensure a Qual/Cert Program is implemented per this instruction.

(2) Appoint by name, and document all Qual/Cert Board, Chair and Members as needed to comply with the requirements of this instruction.

(3) Ensure that the responsibility and accountability for the Qual/Cert Program are clearly defined. This includes the individual or group that has the responsibility for maintaining the Qual/Cert Program and all other essential personnel, (e.g., Department Heads, Explosives Safety Officer (ESO), Qual/Cert Board Chairs, and Members).

(4) Ensure changes necessary to maintain an aggressive and proactive Explosives Safety Program through an effective Qual/Cert Program are implemented.

(5) Ensure that all contracts requiring civilian personnel to handle ammunition and explosives (A&E) for the activity contain the following when issued:

(a) Clause 223-7002 of reference (f).

(b) Clause 223-7003 of reference (f), if applicable.

(c) A clause requiring the contractor's QUAL/CERT Program to meet the requirements of this instruction.

(d) A clause stating that all contractor personnel performing A&E tasks under the scope of the contract are included in the contractor's or activity QUAL/CERT Program.

(e) A clause stating that the contractor shall submit written certification for all contractor personnel performing A&E tasks under the scope of the contract, using enclosure (4).

(f) A clause requiring the CO/OIC to authorize, in writing, all deviations by the contractor from this instruction.

(6) Revokes certifications.

b. Qual/Cert Board Chairman and Members.

(1) The Board Chairman shall be the CO/OIC or Director. At the discretion of the CO/OIC or Director, the duties of the Board Chairman may be delegated, in writing, to the cognizant site manager.

(2) Define and document the activity's Qual/Cert Program.

(a) The duties of the Board Chairman and Members are defined in Enclosure (10) of this instruction.

(b) Qualification, certification, decertification, recertification, and revocation are defined in enclosure (10).

c. Explosives Safety Officer (ESO).

(1) The ESO shall not be assigned the responsibility for the execution and maintenance of the activity's Qual/Cert program. The ESO shall function in an advisory role on behalf of the CO/OIC or Director to ensure an effective explosives safety program is maintained at the activity.

(2) In addition to the requirements of reference (c) the ESO will review Qual/Cert records in conjunction with the annual Explosives Safety Self Audit (ESSA) and, provide a report to CO/OIC or Director.

(3) When required to perform Safety Observer duties, the ESO shall receive initial certification and will automatically be re-certified annually. A medical examination is not required.

d. Monitoring. CO/OIC or Director may use technical assistance to facilitate their training plans, (e.g., Explosives Safety Support Office (ESSOPAC), Ordnance Safety Assistance Team (OSAT), Weapons Safety Assistance Team (WSAT), etc.)

7. Family Groups. Family Groups are explosives/explosive devices with similar characteristics as represented in enclosure (5).

8. Training Plan. Enclosure (6) addresses Explosive Handling Personnel Qual/Cert Program Training Plan (TP), standardized training documentation, and the use of training devices and

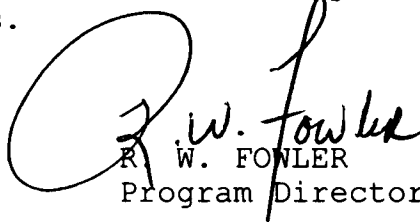
training record requirements.

9. Work Task Codes. Work Task Codes (WTC), as required by reference (e), are located in enclosure (7).

10. Certification Procedures. Certification procedures are located in enclosure (10).

11. Forms. Enclosure (11) provides forms required by this instruction, which may be reproduced locally by copier or computer.

12. Directive Responsibility. The NRSW Explosives Safety Program Manager will complete an annual review of this instruction to keep information current by coordinating input from regional activities.


R. W. FOWLER
Program Director, Ordnance

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Covered Individuals

1. Individuals aboard a Naval activity whose duties require they perform tasks that physically interact in any way with ammunition, such as, handle, pack, unpack, assemble, disassemble, test, fuse, load or download, stow, arm, de-arm, manufacture, transport.
2. Immediate supervisors who perform ammunition tasks or who are designated as Qual/Cert Board Members.
3. Operators of all powered (mobile or stationary) handling equipment used to transport, load, or handle ammunition.
4. All personnel assigned as safety observers for explosive operations and those personnel who inspect explosive operations for quality assurance purposes.
5. Command appointed Qual/Cert Board Members.
6. Military Working Dog handlers for handling explosives training scent kits.
7. EOD personnel for non-EOD related functions whose duties require that they individually handle, inspect, package, unpack, assemble, disassemble, test, fuze, load or download, stow, arm, or de-arm explosive devices.
8. Individuals from other Navy and Marine Corps activities outside Navy Region Southwest (NRSW), DOD agencies, and other Federal Agencies (USCG), that will handle ordnance at NRSW activities.

Exempt Individuals

These individuals are exempt from the requirements of this instruction provided they have received documented training in the operation and hazards associated with the ammunition tasks they perform.

1. Individuals required to bear arms in the course of there duties (e.g., security response team).
2. Aircrews whose only association with ammunition is:
 - a. During transport by aircraft.
 - b. During delivery or handling of ammunition in flight.
 - c. The use of personal survival devices such as pencil flares and distress signals.
 - d. During the performance of in-flight duties to include use of survival equipment. (Note: Ground handling of ordnance by aircrew personnel shall require certification per this instruction.)
3. Aircraft wheel watches and individuals involved with document destruction who handle ammunition only during emergencies.
4. Individuals who conduct tests, perform maintenance and, or inspect sprinkler systems.
5. Individuals, while members of an explosives safety inspection team, as specified by NAVSEAINST 8020.14.
6. EOD individuals performing emergency EOD functions only.
7. Military personnel involved in live fire training exercises or when deployed.
8. Personnel whose sole contact with ammunition occurs when assigned to working parties while loading and unloading ammunition.
9. Qual/Cert Board Chairman, provided the Chairman does not handle explosives.

Definitions of Terms

1. Commanding Officer/Officer-in-Charge (CO/OIC) or Director. Commanding Officer, Officer-in-Charge, Director or other senior officer having final responsibility for safety of the activity.
2. Certification. A formal documented declaration that an individual, by virtue of peer review, has met all of the qualification requirements established to perform a task.
3. Decertification. The Commanding Officer or Officer-in-Charge (CO/OIC), Director or designated Board Chairman is responsible for decertification whenever such an action is in the best interest of Safety. Decertification occurs when:
 - a. An individual is involved in an explosive mishap or incident and is awaiting investigation.
 - b. Decertification is mandatory if an explosive mishap is caused by negligence, carelessness, procedural, and, /or safety infractions.
 - c. Decertification may also result because of a lapse in licensing, physical exam or Qual/Cert has expired.
4. Explosive/Explosive Device. Applicable explosive/ explosive device for which the person is being certified. May be listed by family group or specific device.
5. Immediate Supervisor. Person of record who evaluates an individual's overall annual job performance.
6. Initial Certification. Activities that are assigned a new weapon/system or have a new/major modification to a weapons handling/storage capability must initially certify a Board Member for this new capability. This permits subsequent certification of those personnel whose duties include this new capability.
7. Qualifications. A documented list of requirements an individual must satisfy prior to being certified, (i.e., testing, formal classes, licenses, documented OJT and experience, demonstrated task proficiency, physical, etc).
8. Recertification. Completed after documented retraining and the member is submitted to the Qual/Cert Board for certification

as appropriate. See Enclosure (10) of this instruction, Paragraph 12.

9. Revocation. An action permanently removing an individual's certification. The Commanding Officer, Officer-in-Charge (CO/OIC) or Director is responsible for revoking certification whenever such action is in the best interest of safety. Enclosure (10) provides guidelines.

10. Supervision. Any oversight/direction performed by a qualified and certified individual of an ammunition task performed by another individual or team. The immediate supervisor has the authority to direct other individuals to perform the supervision of ammunition tasks.

11. Task. Any job, evolution, process, or operation that an individual or team performs involving physical interaction with ammunition.

12. Team. Any group of two or more individuals assigned to a task, at least one of who is (TL) certified. Usually, team and individual are interchangeable within this instruction.

13. Transfer of Certification. Transfer of Certification for military or civilian from one command to another is prohibited. However, the receiving command may use the OJT documentation from the transferring command as justification for immediate certification provided all the conditions of enclosure (10) are met.

Date

CONTRACTOR CERTIFICATION SHEET

From: (NAME OF COMPANY)

To: Commanding Officer/Officer-In-Charge/Director, (ACTIVITY)

Subj: EMPLOYEE CERTIFICATION TO HANDLE AMMUNITION

Ref: (a) COMNAVREGSWNWINST 8020.2

1. This certifies that the personnel listed below, while working on the (NAME OF) program as employees of (COMPANY NAME), meet the qualification/certification requirements for ammunition handlers as defined in reference (a):

NAME OF INDIVIDUAL(s)

2. Certification will start on (DATE) and will continue until (DATE NOT TO EXCEED 1 YEAR FROM DATE OF THIS LETTER).

(COMPANY CERTIFYING INDIVIDUAL)
(SIGNATURE, NAME, TITLE)

Copy to:
Activity's Explosives Safety Officer

Enclosure (4)

FAMILIES OF EXPLOSIVES/EXPLOSIVE DEVICES

1. Bombs. All explosive bomb bodies, boosters, fins, fuzes, and arming wires. Includes leaflet bomb, when applicable.
2. Precision Guided Munitions (PGM). All air launched non-self propelled guided weapons (e.g., Walleye, GBU, JDAM, JSOW, etc.).
3. Cluster Bombs. All versions of Rockeye and Gator.
4. Mines. Service and drill mines. May be further reduced to MK 50 Mines, CAPTOR or Quickstrike families.
5. Practice Bombs. LGTR, MK 76, BDU 48, BDU-45/MK 80 series inerts with MK 89 or with tail fuze and signals, (i.e., MK-4, CXU-3 and CXU-4 signals).
6. Expendable Countermeasures. AIRBOC, Decoy flares and ALE dispenser bucket build-up/breakdown and installation/removal as appropriate.
7. Pyrotechnics. All signaling and marking devices not included in expendable counter-measures and paraflare families.
8. Cartridges. Complete assembly consisting of an initiator and a pressure producing propellant in a suitable case. An impulse cartridge has no projectile. May be electrically or mechanically fired. Excludes all items listed in Aircraft Egress Systems family grouping.
9. Rockets. JATO, RATO, 5.0 and 2.75 inch motors, warheads and fuzes; LAU 10, 61 and 68 Launchers when loaded.
10. Paraflares. All MK-45 and LUU-2 flares and the SUU-25 dispenser when loaded.
11. Demolition Material. All explosive devices covered in NAVSEA SW060-AA-MMA-010, as applicable.
12. Small Arms Ammunition. All ammunition up to but not including 20mm.
13. Fixed Gun Ammunition. 20mm and above including saluting charges and Smokey Sams.

14. Torpedoes. All warshot and exercise torpedoes.
15. Targets. All aerial targets.
16. Aircraft Egress Systems. All aircrew escape devices, associated cartridges, cartridge actuated devices (CADS), propulsion and propulsion actuated devices (PADS), and shielded detonating cord.
17. Sonobouy/SUS. All explosive sonobouys and SUS.
18. Surface Missiles. All surface launched missiles to include stinger missiles, AT/4 84mm rockets and 66mm HE.
19. Air Missiles. All air launched missiles.
20. TALD/ITALD. Includes active, passive and RF versions.
21. Fire Bombs. All fire bombs and associated initiators, fuzes, and igniters.
22. Propelling Charges. As pertains to gun ammunition, a propelling charge consists of a primed cartridge case loaded with smokeless powder. It is a separate unit from the projectile.
23. Separated-Loading Ammunition. Ammunition in which the projectile and charge are loaded into a gun separately. (e.g. Artillery Ammunition.)
24. Containerized Explosives. Applies to stowage/storage and handling (WTC's 1 and 2) of bulk, containerized or palletized explosives including items in transshipment status. (Note: Training and OJT will be documented by hazard class/division 1.1, 1.2, 1.3, or 1.4.)
25. LFORM. Landing Force Operational Reserve Material. Includes all Marine Corps Class V (W) Ground Ammunition (e.g. mortar ammunition, grenades (rifle & hand); land, antitank, and antipersonnel mines; ground-launched rockets and missiles categorized as hand-held and/or shoulder fired (i.e., TOWs, DRAGONS, SMAWs, STINGERS, REDEYES, and VIPERS); and other similar weapons).

26. Grenades. All grenades, chemical or explosive.

Note 1: As new devices are entered into the fleet, a new single line entry on the Certification Form for the device is adequate. Upon generation of a new certification form, the single line may be removed and the new device added as a family entry.

TRAINING PLAN

This enclosure addresses Explosive Handling Personnel Qual/Cert Program Training Plan (TP), standardized training documentation, and the use of training devices and training record requirements.

1. Training Plan.

TP's shall consist of the following:

- a. Required training necessary to achieve and or maintain certification.
- b. A list of explosive handling training lectures.
- c. Copy of explosive handling OJT forms.
- d. Copy of Qual/Cert forms.

2. Standardized Training Documentation.

a. Training shall consist of the following:

- (1) Maximum use of all applicable formal schools.
- (2) The following provides guidance for OJT documentation:
 - (a) The training documentation shall be a dated single line entry annotating the name of the individual who observed the training. The individual who observed the training must be certified to the equivalent level or higher.
 - (b) Individuals who are currently certified and who are receiving OJT to be certified at a higher level will document In Training (IT) as appropriate (i.e., I/IT, TL/IT, Q-A/IT, QA/SO/IT, SO/IT). See Enclosure (9) of this instruction for certification levels definitions.
 - (c) Shall be by specific explosive/explosive device, current certification level, and all appropriate work task codes. May be documented by level performed.

NOTE: For the Family groupings Cartridges, Small Arms Ammunition, Demolition Material, Containerized Explosives and/or Aircraft Egress Systems when WTC 1 and/or WTC 2

are the only work task codes used, OJT need only be documented for the family group as a whole and not by individual single line item entry. (See enclosure (5))

(d) If an item is to be assembled, then all components must be documented. The lead item on the form must be the explosive/explosive device. All training conducted must be recorded to the right in sequential order and include all components on the device for which training was received, (e.g., MK-82/E148E1/BSU-86/ or MK-83/E148E1/FMU139/BSU-85).

(e) If an item is received as an all-up-round (AUR), then only the AUR needs to be documented, (i.e., loading assembled LGB would only document MK 82 LGB/CCU-45 or AIM-120/CCU-45).

(f) If an item is received as a partial AUR then the AUR and added components would be documented, (i.e., loading mechanically fuze bomb would document MK 82/M904/CCU-45).

(g) Use the forms in enclosure (11) or similar documentation.

3. Training Devices/Inert Ordnance.

a. Training devices and inert ordnance must be used as the primary means of training to achieve qualification.

NOTE: Training device/inert ordnance does not exist for every explosive/explosive device requiring Qual/Cert. A similar family type inert explosive device is the preferred alternative when used with mock-ups, pictures, manuals, films, etc.

b. The breakout and use of live explosive/explosive devices for training purposes must be approved by the CO/OIC of the activity and then final approval by the Program Director for Weapons.

4. Training Records.

a. Training records will consist, as a minimum, of the following:

- (1) Records of completed formal training.
- (2) Documented informal training.

(3) OJT documentation.

(4) Copies of their last two Qual/Cert forms from current command.

(5) Copy of Arms, Ammunition and Explosives (AA&E) screening and re-screening.

(6) Proof of Explosive Handler physical exam.

(7) (If applicable) Copy of Explosive Drivers License and proof of Explosive Driver physical exam.

(8) (If applicable) Copy of Munitions Handling Equipment (MHE) License.

(9) (If applicable) Copy of Qual/Cert board member designation.

b. If a training record does not currently exist for a person, one shall be developed and maintained.

WORK TASK CODES

The following standardizes the use and definition of each applicable work task code (WTC). Refer to enclosure (5) for WTC applicability to family groups for activities.

1. WTC 1 Storage/Stowage. Physical act of stowing explosive/explosive devices in designated and approved spaces. Demonstrated knowledge of shore storage requirements per applicable instructions/directives. This includes the physical act of inspecting explosives storage spaces for improperly secured storage/stowage, unsatisfactory packaging, incompatibility, abnormality with protective sprinkler and alarm systems, unusual odors/fumes, and other abnormal conditions defined in NAVSEA OP 5.

2. WTC 2 Handling. Physical act of transporting or moving explosives/ explosive devices afloat or ashore, with powered equipment, with non-powered equipment or manually.

a. Transporting with motorized explosive vehicle on a flight line, to/from ready service area, or in and around an aircraft loading area, does not require an explosive driver.

b. Transporting with motorized explosive vehicle within shore stations on established explosive routes, or over public highways requires a qualified explosive driver certified per this WTC and licensed per reference (c).

c. Handling includes the installation/removal of wings and fins on missiles and placing 20mm rounds in transporters.

3. WTC 3 Assembly/Disassembly. Physical act of mating/demating components to/from an all-up-round (AUR) configuration. This WTC is used when assembly/disassembly is authorized in applicable Weapons Assembly Manuals (WAM).

4. WTC 4 Load/Download. Physical act of mating an AUR with the bomb rack/launcher from which delivery/initiation is authorized. Includes all operations incidental to aircraft loading/downloading included in those portions of the NAVAIR Conventional Weapons Loading Checklists, shipboard loading/downloading of Close-In Weapons Systems (CIWS) and NATO Sea Sparrow systems, and includes functions such as the installation of mechanical bomb fuzes, arming wires, electrical/mechanical connections, installing bands on LUU-2/MK-58 MLM's and rack/launcher cartridges.

5. WTC 5 Arm/De-Arm. Applies to those procedures contained in the arm/de-arm section of the applicable NAVAIR loading manuals/checklist which places an explosive/explosive device or system in an armed or safe condition. This does not include the installation of CADS/PADS in seats to place them in an armed condition. Arm/De-arm as it pertains to Aircraft Egress Systems is covered in WTC 6.

6. WTC 6 Install/Remove. Physical act of installing/removing all items listed in the family group Aircraft Egress Systems of enclosure (5), and aircraft cable cutters, aircraft fire extinguisher cartridges and non-aircraft support cartridges/cartridge actuated devices.

7. WTC 7 Testing. Physical act of conducting a test on components. Built-in-Test (BIT), programming, reprogramming and presetting are including in this WTC.

APPLICABLE WORK TASK CODES FOR SPECIFIC ACTIVITIES

<u>FAMILY GROUPS</u>	<u>SHORE STATIONS</u>	<u>NOTES</u>
1. BOMBS	1 2 3 (4)	A
2. PRECISION GUIDED MUNITIONS (PGM)	1 2 3 (4 7)	A
3. CLUSTER BOMBS	1 2 (4)	A
4. MINES	1 2 (4)	A
5. PRACTICE BOMBS	1 2 3 (4)	A
6. EXPENDABLE COUNTERMEASURES	1 2 (3 4)	A
7. PYROTECHNICS	1 2 (4)	A
8. CARTRIDGES	1 2 (4 6)	A, B
9. ROCKETS	1 2 3 (4 5)	A
10. PARAFLARES	1 2 3 (4 5)	A, C
11. DEMOLITION MATERIAL	1 2	B
12. SMALL ARMS AMMUNITION	1 2	A, B
13. FIXED GUN AMMUNITION	1 2 (4 5)	A, D
14. TORPEDOES	1 2 3 7 (4)	A
15. TARGETS	1 2 3 (4 5 7)	A
16. AIRCRAFT EGRESS SYSTEM	1 2 6	B
17. SONOBUOY/SUS	1 2 (4)	A
18. SURFACE MISSILES	1 2	
19. AIR MISSILES	1 2 (3 4 5 7)	A, E
20. TALD/ITALD	1 2 (4 7)	A
21. FIRE BOMBS	(1 2 3)	A

22.	CONTAINERIZED EXPLOSIVES	1 2	F
23.	GRENADES	1 2	A
24	Propelling Charges	1 2	A
25	Projectile (separate-loading)	1 2	A

Note A: Work task codes listed in parentheses must be judiciously applied for certification and training documentation purposes as specifically required to support unique requirements, (e.g., for shore stations WTC 4 load/download and WTC 5 arm/de-arm). Not all the work task codes listed will universally apply to the specific devices for OJT/training documentation purposes (e.g., WTC 5 arm/de-arm in a family group does not apply to AGM-84 HARPOON in the Air Missile family group).

Note B: For the Family groupings Cartridges, Small Arms Ammunition, Demolition Material and/or Aircraft Egress Systems, when WTC 1 and/or WTC 2 are the only work task codes used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

Note C: WTC 5 only applies to SUU-25.

Note D: Includes work task codes applicable to the systems the explosive device is associated with, (i.e., M61 gun/CIWS).

Note E: WTC 3 normally applies only to NAWMU ONE and Naval Weapons Stations.

Note F: Guidelines are set forth in enclosure (5).

Certification LevelsCERTIFICATION LEVELSQUALIFICATION STANDARDS

TEAM MEMBER (TM)

1. BASIC QUALIFICATION. Aware of basic safety precautions relative to the task and explosive/explosive devices concerned, has received formal and/or on-the-job training and has been recommended by immediate supervisor.

2. Perform only under direct supervision of a team leader.

INDIVIDUAL (I)

1. Same as TM above.

2. Has sufficient knowledge and has demonstrated the proficiency to be entrusted with performing the work task alone in safe and reliable operations.

3. Capable of interpreting the requirements of applicable checklist, assembly/operating manuals, and SOP.

4. This certification level can be used in conjunction with explosive/explosive devices that normally require a team effort to load/download. This is to allow an individual to perform tasks contained in the loading procedure section of checklists without the team leader at the immediate scene (i.e. issue and receipt, fuzing, arming wires, installing/removing cartridges in bomb racks/stores). Applies to functions involving cartridge actuated devices in aircraft Air Escape Propulsion Systems (AEPS) when a supervised crew concept is not appropriate.

5. QA/SO oversight is still required.

INSTRUCTOR (IN)

1. Same as I/TL
2. Has developed the necessary skills to instruct others and is providing formal training using an approved course of instruction.

TEAM LEADER (TL)

1. Same as I above.
2. Has sufficient knowledge and has demonstrated the proficiency to direct others in performing the work task safely and reliably.

QUALITY ASSURANCE (QA)

1. Same as TL.
2. Must have detailed knowledge of applicable explosive/explosive devices.
3. Must be able to determine that the necessary work task procedures have been completed using applicable directives.
4. Must not be confused with QUALITY ASSURANCE REPRESENTATIVE as defined in OPNAVINST 4790.2 series and 8600.16 series.

NOTE: ONLY TM, I, TL, and QA are interrelated, SO stands alone. Progressive certification from one level to the next is not mandatory.

SAFETY OBSERVER (SO)

1. Must have sufficient knowledge and experience of applicable safety procedures and the functioning of safety devices, and working knowledge of work task procedures to determine subsequent reaction when safety procedures or devices are not properly utilized.
2. Not restricted to the most senior within a unit. A junior who possesses the foregoing standards and demonstrated maturity may be certified.

QUAL/CERT GUIDELINES

1. Board Responsibilities. The mission of the Board is to provide the NRSW activity CO/OIC or Director with the primary means of ensuring the qualifications of assigned personnel. The Board shall consist of the Board Chairman and not less than one Board Member with no limit on total Board Members. The Board shall:

a. Evaluate all explosive safety infractions/incidents/mishaps/accidents within their command. Ensure applicable reports reflect the Qual/Cert level of personnel involved, and whether or not decertification or revocation action has been taken, as appropriate.

b. Advise the CO/OIC or Director on all issues of personal reliability for de-certification or revocation.

c. Review training records, test if necessary, and recommend certification of all candidates.

2. Board Chairman. The Board Chairman shall be the CO/OIC or Director. At the discretion of the CO/OIC or Director, the duties of the Board Chairman may be delegated to the cognizant site manager or department head. Delegating must be in writing.

3. Board Chairman Responsibilities.

a. Supervise the command Qual/Cert program to ensure that the provisions of this instruction are carried out.

b. Maintain awareness of all explosive operations at the activity and ensure that involved personnel fully comply with this instruction.

c. Ensure that sufficient quantities of qualified and certified Board Members are maintained on board at all times. Adequate preplanning prior to the transfer of key Board Member(s) will eliminate having non-qualified Board Members.

d. Conduct Qual/Cert boards using an oral and/or written examination.

e. Prepare an Explosive Handling Personnel Qual/Cert Board Members Sample Signature Form per enclosure (11).

Note: Board Chairman will not sign as a Board Member.

f. Maintain a Board Chairman's notebook with the following contents:

- (1) A current copy of this instruction with all changes.
- (2) A current copy of the command's Qual/Cert training plan.
- (3) Board Member designations and Sample Signature Forms on file until the last Qual/Cert from the transferring board member signed is no longer valid.

Note: A sample signature is required on the Board Member designator letter or the Sample Signature Form in enclosure (11).

- (4) All original current and copies of past Qual/Cert forms awarded by current command.

Note: Ensure all original Qual/Cert forms are removed and placed in individual's training record upon transfer.

4. Board Members.

- a. Shall be E-6 or above and/or civilian supervisory equivalent. Waivers are addressed in paragraph 14 below.
- b. Shall be designated by name, in writing, by the CO/OIC or Director. Designation may be promulgated by individual letter, or notice, provided the designation correspondent signature is not delegated below the CO/OIC or Director
- c. Should be qualified and certified as a QA and/or SO.
- d. Be certified in the same explosive/explosive device and work task codes for which they are qualifying and certifying.

5. Board Member's Responsibilities.

- a. Observe and evaluate the skill and proficiency of personnel being considered for certification or recertification.
- b. Ensure qualification training requirements have been met, using enclosure (10) and (12) prior to recommendation for certification.

Note: In order to assist Board Members in verifying a

member being certified has completed the OJT for all weapons in each family group they are being certified for, each command shall generate a Board Member Weapon Verification Sheet. This is a single line listing of ALL weapons handled. A sample of the Board Member Weapon Verification Sheet is in enclosure (11).

c. Inform the Board Chairman when personnel who are being considered for certification require additional training or experience before being certified.

d. Review all pertinent training documentation of personnel being nominated for certification for accuracy during the Qual/Cert board, and make recommendations to the Board Chairman.

e. Monitor the command's Training Plan and submit changes as required, via the chain of command.

Note: Supervisors and Board Members are not required to be licensed as explosive drivers, but must be thoroughly familiar with the requirements and governing directives. Licensing is mandatory for all drivers. Guidelines, requirements and procedures are set forth in NAVSEA SW020-AG-SAF-010, SW020-AF-ABK-010, and OP-5.

6. Board Advisors (Optional).

a. Knowledgeable personnel (e.g., Explosive Safety Officers (ESO's), Division Officers/Chiefs) that may or may not be certified.

b. Designation/Appointment letters are not required.

7. Qualification Procedures.

a. Verify the member has a current physical per reference (c).

b. Verify AA&E screening and re-screening is completed per OPNAVINST 5530.13 Series.

c. Prior to certification/recertification, qualification shall be verified through proficiency demonstrations observed by a Board Member for each explosive/explosive device and work task code to be performed.

d. The family groups in enclosure (5) may be used on the Qual/Cert form only when the Ordnance OJT form reflects specific training on all explosives/explosive devices. This will eliminate the necessity to record every individual explosive/explosive device on the Qual/Cert form.

Note: For the Family groupings Cartridges, Small Arms Ammunition, Demolition Material, Containerized Explosives and/or Aircraft Egress Systems when WTC 1 and/or WTC 2 are the only work task codes used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

e. Check, by oral or written means, for competent use of applicable documentation (such as technical, assembly, and maintenance manuals), ordnance publications, SOPs, and knowledge of ordnance safety precautions and procedures.

f. Proficiency demonstration is the desired method of training for all levels of certification. For TM ONLY, lectures and SOP covering general ordnance safety training and individual's demonstrated knowledge of ordnance safety precautions and procedures are the minimum standards for certification.

g. Newly assigned personnel should be certified within three months (90 days) of the demonstrated proficiency dates.

h. Qualification levels of personnel are defined in enclosure (9).

8. Certification Procedures.

a. The certification process begins with the identification of all billets that require certification and a determination of the explosives/explosive devices, certification level and work task codes required of each billet, as defined in enclosures (5), (7) and (8).

b. The following guidelines shall be used for preparation of the Certification Form.

(1) Board Chairman Signature. Signature of the CO/OIC, Director or cognizant department head designated to act as Board Chairman. Signature and date may be collective, if desired.

(2) Certification Board Member Signature. Signature of the certification Board Member who actually observed or verified the task under consideration. A signature is required for each line entry. Collective signatures are not authorized.

(3) Individual Signature. Signature of person being certified. Signing acknowledges certification level and work task code for the explosive/explosive device/ family. A signature is required for each line entry. Collective signatures are not authorized.

(4) Validation date. Date certification is effective. Date may be collective. Date will be in day/month/year format.

(5) Certification Levels. Only list the highest certification level applicable (i.e., QA entry automatically covers TL, I, TM; TL entry covers I, TM; I entry covers TM).

(6) Work Task. List the work task code(s) certified as applicable.

(7) Corrections. Corrections shall be made with a single line through the entire line entry. The board chairman shall initial the deletion line in the right hand border.

(8) Decertification. The Qual/Cert form requires a diagonal line made in red ink, and signed and dated by the individual, the CO/OIC, Director or designated Board Chairman.

(9) Recertification. After review of OJT, lectures, other documented training, and physical exams, recertification may be accomplished using the space provided. Once the individual being recertified, the board member and the board chairman sign and date the form, recertification shall be valid for one year (365 days). Line items not requiring recertification shall be deleted by making a single line through the entire line entry. The Board Chairman shall initial and date the deletion on the right hand border.

(10) Revocation. The Qual/Cert form requires a diagonal line made in red ink, and signed and dated by the individual and the CO/OIC or Director.

c. When the Board Chairman receives a written request recommending certification for an individual(s), enclosure (11) (Request for Ordnance Qualification Board), and determines that

an individual is fully qualified, the following steps are required:

(1) Individual's training record and Qual/Cert form are annotated with recommended certifications and forwarded to the Board for review.

(2) Board members review the training record per applicable Training Plan to ensure that adequate training on explosives/explosive devices, WTC's, and certification levels has been properly conducted and documented within the past 12 months. To ensure all required OJT has been documented by a Board Member, the Board Member Weapon Verification Sheet in enclosure (11) may be used and attached to the Qual/Cert form.

(3) If certification/recertification is to be granted, the individual, a Board Member and the Board Chairman will sign in all appropriate blocks of the Qual/Cert form, enclosure (11). Certification/Re-certification is valid only after the Qual/Cert form has been signed and dated by the Board Chairman. It is valid for a maximum of one-year (365 days) unless revoked for cause.

(4) A renewal of the certification, whether issued at the time of expiration or before, shall be granted only after the individual has been validated by the Qual/Cert Board.

9. Transfer of Qualifications.

a. Acceptance of qualifications will be at the discretion of the CO/OIC, Director or designated Board Chairman of the gaining command. The losing command will annotate the service record or personnel jacket with all Qual/Cert information.

b. Ensure all original Qual/Cert forms are removed and placed in individuals training record upon transfer.

10. OJT DOCUMENTATION TRANSFERS.

a. Transfer of Certification for military or civilian from one command to another is prohibited. However, the receiving command, may use the OJT documentation from the transferring command as justification for immediate certification provided all the following conditions are met in their entirety:

(1) The individual's certification from the previous command followed this instruction.

(2) The OJT documentation periodicity requirement is met for each explosive/explosive device being certified (within the past 12 months).

(3) On previous command OJT forms, verification of assignment as a Board Member is not a requirement.

(4) Current command generates a new Qual/Cert form.

b. Use of OJT documentation is limited to only those explosive/explosive devices, certification levels and work task codes for which the individual was certified from the previous command.

c. If the individual was not certified for a particular item within a family group from the previous command, the complete qualification process for that particular item, including all provisions of enclosure (10), must be followed.

Example: An individual is received from another command with a current certification as a QA/SO in the family grouping "Air Missiles", (WTC 2, 4). A check of the member's training record shows this certification was valid for the AIM-9 and AIM-7 missiles only. If the OJT documentation was within the past 12 months, the receiving command may elect to certify the individual as a QA/SO in "Air Missiles", (WTC 2, 4). However, to certify for AIM-54, the individual must be trained and certified with a single line entry per enclosure (10).

11. Decertification Procedures. The CO/OIC, Director or designated Board Chairman is responsible for decertification of individual or team certification whenever such action is deemed to be in the best interests of safety.

a. Decertification will occur for individuals who have not performed the task in the last 365 days, or if they have been completely disassociated from the ammunition task for over 180 days.

b. Decertification will occur when an item required for qualification expires (e.g. license or physical).

c. Decertification will occur if the individual is involved in an explosive mishap or incident and is awaiting investigation.

d. Decertification is mandatory if an explosive mishap is caused by negligence, carelessness, procedural, and/or safety infractions. Decertification allows for retraining and recertification and requires a new Qual/Cert form.

e. The following are procedures for decertification:

(1) The Qual/Cert form requires a diagonal line made in red ink, and signed and dated by the member being decertified and the Board Chairman.

(2) After retraining, the member may be submitted to the Qual/Cert board for certification as appropriate.

(3) When a member is considered not retrainable, assign the individual to other tasks not involving explosive/explosive devices. Revocation of Certification is then required.

(4) Complete re-qualification must be accomplished before the Qual/Cert Board renews a revoked certification.

12. Re-certification. After review of OJT, lectures, other documented training, and physical exams, recertification may be accomplished. Once the individual being recertified, the board member and the Board Chairman sign and date the form, recertification shall be valid for one year (365 days).

13. Procedures for Revocation of Certification. The CO/OIC or Director is responsible for revocation of individual or team certification whenever such action is deemed to be in the best interests of safety.

a. The Qual/Cert form requires a diagonal line made in red ink, and signed and dated by the individual and the CO/OIC or Director.

b. Revocation is mandatory if an explosive mishap is caused by gross negligence, reckless operation of equipment used to handle explosive/explosive devices or flagrant disregard of procedural and/or safety precautions.

c. Behavior indicating incompetence or unreliability, including drug abuse and, /or alcohol dependence or abuse, may also be reason for revocation.

d. Revocation of certification for cause of military personnel requires an entry in the appropriate portion of the service record, stating specific reason for revocation. (See MILPERSMAN 1070-320 Admin Remarks concerning derogatory entries.)

e. For DOD civilian personnel, prepare a letter rescinding the previously issued certification letter/form and enter it in the civilian personnel jacket. Revoke the individual's certification letter/form.

f. For contractor civilian personnel, ensure actions taken are reported to the host activity and Assistant Chief of Staff (ACOS) for Weapons (N42).

14. Guidelines for Waivers and Initial Certification of Board Members.

a. Waivers. When assignment of an E-6 or above is not possible due to manpower assignment limitations, a waiver request shall be submitted to Program Director for Weapons via the chain of command.

Note: Board Member augmentees will be designated in writing by the receiving CO/OIC or Director for the period necessary.

b. Initial Certification. Initial certification of Board Members to cover new capabilities will be accomplished after a careful review of past training and experience to identify the most qualified individual to serve in this capacity.

(1) Initial certification for newly commissioned/established activities will be signed by the CO/OIC or Director.

(2) Initial certification for new weapons/system/capabilities will be signed by the CO/OIC or Director.

(3) Request for initial certification and/or waivers will be submitted to the ACOS for Weapons via the Chain Of Command. The request will include Rank/Rate, Explosive device, current/prior Certification level/work task codes, date last certified, justification for request.

(4) If approved, the word "INITIAL" will be entered on the certification sheet in the "Board Member" column. A copy of

the approval message will be maintained in the Board Chairman notebook and the individual training record.

FORMS FOR THE QUALIFICATION CERTIFICATION PROGRAM

Enclosure (11) provides the examples of forms that may be used for documenting the qualification/certification program.

From: _____
 To: Ordnance Qual/Cert Board Chairman
 Via: Ordnance Officer/LCPO/CPO
 (Applicable Department Head)

Subj: REQUEST FOR ORDNANCE QUALIFICATION/CERTIFICATION BOARD

1. The following individuals have completed *ALL* required training and a review of their ordnance training jacket for completeness and accuracy has been completed. Request an Ordnance Certification/Qualification Board be conducted on _____ for the following personnel:

<u>NAME</u>	<u>RATE</u>	<u>CURRENT CERT LEVEL</u>	<u>RECOMMENDED CERT LEVEL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Supv sign _____

Dept Head/LCPO/CPO (as applicable) _____

_____ ENDORSEMENT _____

2. An ordnance qualification/certification board was held on _____ with the following board members present:

<u>NAME</u>	<u>RATE</u>	<u>POSITION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Results _____

 Board Chairman

Copy to: Board Chairman
 Explosive Safety Officer

[illegible]

CERTIFICATION FORMAT (SAMPLE)					
CERTIFICATION LEVELS			WORK TASK CODES		
TM—TEAM MEMBER I —INDIVIDUAL TL— TEAM LEADER QA—QUALITY ASSURANCE SO —SAFETY OBSERVER			1. STOWAGE/STORAGE 2. HANDLING 3. ASSEMBLY/DISASSEMBLY 4. LOAD/DOWNLOAD 5. ARM/DEARM 6. INSTALL/REMOVE 7. TESTING		
Sample					
EXPLOSIVE/ EXPLOSIVE DEVICE	CERT LEVEL /WORK TASK	INDIVIDUAL	BOARD MEMBER	BOARD CHAIRMAN	VALIDATION DATE
Bombs	TL 1 2 3				
PGM	QA/SO 1 2 3				
Cluster Bombs	TL 1 2				
Mines	QA/SO 1 2 3		INITIAL		
Practice Bombs	QA 1 2 3				
Expendable Countermeasures	TL 1 2 3				
Pyrotechnics	QA 1 2				
Grenades	QA 1 2				
Rockets	QA 1 2 3				
Containerized Explosives	QA/SO 1 2				
CERTIFICATIONS ABOVE HAVE BEEN REVIEWED AND RECERTIFIED PER SIGNATURES AND DATES INDICATED BELOW, EFFECTIVE FOR 12 MONTHS. <u>NOTE: ITEMS NOT REQUIRED FOR RECERTIFICATION SHALL BE LINED OUT, INITIALED AND DATED BY THE BOARD CHAIRMAN.</u>					
INDIVIDUAL BEING RECERTIFIED SIGNATURE	BOARD MEMBER SIGNATURE:		BOARD CHAIRMAN SIGNATURE	DATE	
NAME: ORDIE, BRYAN			RANK/RATE: AO1		
COMMAND: USS IWANASAIL (CVN-91)					

ORDNANCE CERTIFICATION TRAINING FORMAT					
CERTIFICATION LEVELS			WORK TASK CODES		
TM—TEAM MEMBER I—INDIVIDUAL TL—TEAM LEADER QA—QUALITY ASSURANCE SO—SAFETY OBSERVER			1. STOWAGE/STORAGE 2. HANDLING 3. ASSEMBLY/DISASSEMBLY 4. LOAD/DOWNLOAD 5. ARM/DEARM 6. INSTALL/REMOVE 7. TESTING		
Sample					
Explosive/ Explosive Device	Cert Level	Work Task	Instructor/ Observer	Date	Remarks/ Lecture/Inert
MK-82/FMU-139/M904 BSU-86/E-148E1	TL	1 2 3	AO1 JONES	10 MAY 90	
	TL	1 2 3	AO1 JONES	22 JUN 90	
	QA/SO/IT	1 2 3	AO1 JONES	10 JUL 90	
			AOC SMITH	15 JUL 90	LECTURE
MK-83/ FMU-139/M904 BSU-85/E-148E1	TL	1 2 3	AO1 JONES	11 MAY 90	
	TL	1 2 3	AO1 JONES	22 JUN 90	
	QA/SO/IT	1 2 3	AO1 JONES	10 JUL 90	
			AOC SMITH	15 JUL 90	
MK-84/FMU-139/M904 Con Fin/E-148E1	TL	1 2 3	AO1 JONES	10 MAY 90	
	TL	1 2 3	AO1 JONES	17 MAY 90	
			AOC SMITH	07 JUL 90	LECTURE
	QA/SO	1 2 3	AO1 JONES	30 JUL 90	
BDU-45/MK-89/ CXU-3/BSU-86	TL	1 2 3	AO1 JONES	21 JUN 90	
	TL	1 2 3	AO1 JONES	21 JUN 90	
	QA/SO	1 2 3	AO1 JONES	30 JUL 90	
			AOC SMITH	01 AUG 90	LECTURE
BDU-45/MK-4/MK-89/ BSU-33	TL	1 2 3	AO1 JONES	15 MAY 90	
	TL	1 2 3	AO1 JONES	22 JUN 90	
	QA/SO	1 2 3	AOC SMITH	30 JUL 90	
			AO1 JONES	01 AUG 90	LECTURE
BDU-45/BSU-86/ MK-89/CXU-3	TL	1 2 3	AO1 JONES	01 JUN 90	
	QA/SO/IT	1 2 3	AO1 JONES	22 JUN 90	
	QA/SO	1 2 3	AOC SMITH	23 JUN 90	
			AO1 JONES	03 AUG 90	LECTURE
NAME: SAILOR, JOE			RANK/RATE : AO1		
COMMAND: USS NEVERSAIL (CVN-90)					

ORDNANCE CERTIFICATION TRAINING FORMAT					
CERTIFICATION LEVELS			WORK TASK CODES		
TM—TEAM MEMBER I —INDIVIDUAL TL— TEAM LEADER QA—QUALITY ASSURANCE SO —SAFETY OBSERVER			1. STOWAGE/STORAGE 2. HANDLING 3. ASSEMBLY/DISASSEMBLY 4. LOAD/DOWNLOAD 5. ARM/DEARM 6. INSTALL/REMOVE 7. TESTING		
Sample					
Explosive/ Explosive Device	Cert Level	Work Task	Instructor/ Observer	Date	Remarks/ Lecture/Inert
AIM-9	TL	2 4 5	AO1 JONES	10 MAY 90	
	TL	2 4 5	AO1 JONES	22 JUN 90	
	QA/SO/IT	2 4 5	AO1 JONES	10 JUL 90	
			AOC SMITH	15 JUL 90	LECTURE
MK-83/ M904/CCU-45	TL	2 4	AO1 JONES	11 MAY 90	
	TL	2 4	AO1 JONES	22 JUN 90	
	QA/SO/IT	2 4	AO1 JONES	10 JUL 90	
			AOC SMITH	15 JUL 90	
MK-84/ M904/CCU-45	TL	2 4	AO1 JONES	10 MAY 90	
	TL	2 4	AO1 JONES	17 MAY 90	
			AOC SMITH	07 JUL 90	LECTURE
	QA/SO	2 4	AO1 JONES	30 JUL 90	
BDU-45/CCU-45	TL	2 4	AO1 JONES	21 JUN 90	
	TL	2 4	AO1 JONES	21 JUN 90	
	QA/SO	2 4	AO1 JONES	30 JUL 90	
			AOC SMITH	01 AUG 90	LECTURE
AIM-120/CCU-45	TL	2 4	AO1 JONES	15 MAY 90	
	TL	2 4	AO1 JONES	22 JUN 90	
	QA/SO	2 4	AOC SMITH	30 JUL 90	
			AO1 JONES	01 AUG 90	LECTURE
AGM-154	TL	2 4	AO1 JONES	01 JUN 90	
	QA/SO/IT	2 4	AO1 JONES	22 JUN 90	
	QA/SO	2 4	AOC SMITH	23 JUN 90	
			AO1 JONES	03 AUG 90	LECTURE
NAME: AIRMAN, Bill			RANK/RATE : AO1		
COMMAND: VFA-199					

Board Member Weapon Verification Sheet

CERTIFICATION LEVELS

TM—TEAM MEMBER
 I —INDIVIDUAL
 TL— TEAM LEADER
 QA—QUALITY ASSURANCE
 SO —SAFETY OBSERVER

WORK TASK CODES

1. STOWAGE/STORAGE
2. HANDLING
3. ASSEMBLY/DISASSEMBLY
- 4 . LOAD/DOWNLOAD
5. ARM/DEARM
6. INSTALL/REMOVE
7. TESTING

Explosive/ Explosive Device	Cert Level	Work Task	Board Member who Instructed/Observed	Date	Remarks/ Lecture/Inert
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NAME:

RANK/RATE :

COMMAND:

VERIFYING BOARD MEMBER:

DATE VERIFIED: _____

Board Member Weapon Verification Sheet					
CERTIFICATION LEVELS			WORK TASK CODES		
TM—TEAM MEMBER I —INDIVIDUAL TL— TEAM LEADER QA—QUALITY ASSURANCE SO —SAFETY OBSERVER			1. STOWAGE/STORAGE 2. HANDLING 3. ASSEMBLY/DISASSEMBLY 4. LOAD/DOWNLOAD 5. ARM/DEARM 6. INSTALL/REMOVE 7. TESTING		
Sample					
Explosive/ Explosive Device	Cert Level	Work Task	Board Member who Instructed/Observed	Date	Remarks/ Lecture/Inert
MK-82/FMU-139/M904 BSU-86/E-148E1	QA/SO/IT	1 2 3	AO1 OSWALD	10 JUL 98	
MK-83/ FMU-139/M904 BSU-85/E-148E1	QA/SO/IT	1 2 3	AO1 SCHWANDT	15 JUL 98	
MK-84/FMU-139/M904 Con Fin/E-148E1	QA/SO/IT	1 2 3	AO1 OSWALD	10 JUL 98	
BDU-45/MK-89/ CXU-3/BSU-86	QA/SO/IT	1 2 3	AO1 SCHWANDT	14 JUL 98	
BDU-45/MK-4/MK-89/ BSU-33	QA/SO/IT	1 2 3	AO1 LOVING	30 JUL 98	
BDU-45/BSU-86/ MK-89/CXU-3	QA/SO/IT	1 2 3	AO1 OSWALD	22 JUN 98	
LUU-2 FLARE/SUU-25	QA/SO/IT	1 2 3	AO1 LOVING	15 JUN 98	
AIM-9	QA/SO/IT	1 2	AO1 LOVING	15 JUN 98	
AIM-7	QA/SO/IT	1 2	AO1 SCHWANDT	12 JUN 98	
AGM-88	QA/SO/IT	1 2	AO1 LOVING	10 JUL 98	
AGM-84	QA/SO/IT	1 2	AO1 SCHWANDT	15 MAY 98	
AGM-84E	QA/SO/IT	1 2	AO1 LOVING	15 JUN 98	
20MM	QA/SO/IT	1 2	AOC GARZA	15 JUL 98	
LGTR	QA/SO/IT	1 2	AO1 LOVING	15 APR 98	
MJU-8	QA/SO/IT	1 2	AOC GARZA	15 DEC 98	
MK-62 QUICKSTRIKE	QA/SO/IT	1 2 3	AO1 LOVING	15 JUN 98	
NAME: SAILOR, JOE RANK/RATE : AO1 COMMAND: USS NEVERSAIL (CVN-90)			VERIFYING BOARD MEMBER: AOC GARZA DATE VERIFIED: 1 AUG 90		

Explosive Handling Personnel Ordnance Qualification/ Certification Board Members Sample Signatures

[illegible]

Maintain this sample signatures form on file until the last Qual/Cert form the transferring board member signed, is no longer valid.

**REPORT OF SCREENING FOR PERSONNEL ASSIGNED
AA&E SECURITY RELATED DUTIES**

Per OPNAVINST 5530.13 series, before persons are assigned AA&E security related duties, whether full time or collateral, they will be screened to ensure they have maturity, good judgment, trustworthiness, and positive attitudes toward the DON and national security. Such screening will include any ordnance handling personnel or personnel authorized unescorted entry to AA&E spaces. A designated officer will examine service records of those personnel being screened and discuss the duties to be assigned with the person or the person's supervisor.

<u>«FirstName»First Name</u>	<u>Last Name</u>	<u>M. I.</u>	<u>Rank/Rate</u>	<u>SSN</u>
NAME OF INDIVIDUAL BEING SCREENED		RATE	SSN	
<u>«FirstName»First Name</u>	<u>Last Name</u>	<u>M. I.</u>	<u>Rank/Rate</u>	<u>SSN</u>
NAME OF DESIGNATED OFFICER		RANK	SSN	
PERFORMING SCREENING				

I HAVE BEEN BRIEFED ON MY DUTIES AND RESPONSIBILITIES FOR THE SECURITY OF ARMS, AMMUNITION AND EXPLOSIVES (AA&E). I UNDERSTAND THAT MY BEHAVIOR ON-DUTY AS WELL AS OFF-DUTY IS EXPECTED TO REFLECT MATURE, STABLE JUDGMENT AND THAT I MAY BE REMOVED FORM MY DUTIES INVOLVING CONTROL OF ARMS, AMMUNITION, AND/OR EXPLOSIVES, OR OTHER ADMINISTRATIVE ACTION TAKEN, IF MY BEHAVIOR DOES NOT REFLECT HIGH STANDARDS. I FURTHER UNDERSTAND THAT SERIOUS HARM CAN COME FROM MY FAILURE TO PROPERLY CARRY OUT MY DUTIES. I AM AWARE THAT MY IMPROPER ACTIONS OR FAILURE TO CARRY OUT MY DUTIES MAY RESULT IN CRIMINAL PROSECUTION, FINES AND IMPRISONMENT. I UNDERSTAND AND ACCEPT THE RESPONSIBILITY TO SAFEGUARD ARMS, AMMUNITION AND/OR EXPLOSIVES.

ACKNOWLEDGMENT OF ANNUAL SCREENING:

<u>SIGNATURE OF MEMBER BEING SCREENED</u>	<u>DATE</u>
---	-------------

<u>SIGNATURE OF SCREENING OFFICER</u>	<u>DATE</u>
---------------------------------------	-------------

<u>SIGNATURE OF MEMBER BEING SCREENED</u>	<u>DATE</u>
---	-------------

<u>SIGNATURE OF SCREENING OFFICER</u>	<u>DATE</u>
---------------------------------------	-------------

<u>SIGNATURE OF MEMBER BEING SCREENED</u>	<u>DATE</u>
---	-------------

<u>SIGNATURE OF SCREENING OFFICER</u>	<u>DATE</u>
---------------------------------------	-------------

EXPLOSIVE QUALIFICATION AND CERTIFICATION (FAMILIES)

NAME:		SSN:											CODE:
DATE OF PHYSICAL:	TESTING	RRS & I	MAIN / RENO	MHE / AEDA	DISPOSAL	INSPECTION	TRUCK TRANS	RAIL TRANS	BLOCK / BRACE	STEVEDORE	WHARF OPS	VERTREP	SOP/PM
FAMILIES OF EXPLOSIVE MATERIALS:													
GUN													
Propelling Charges													
Projectiles Separate Loading													
Fixed semi-fixed ammunition													
ROCKET/PROP CHRGS													
Warhead													
Propulsion													
BOMBS													
High Explosives													
CBU's													
Special Purposes													
TORPEDOES													
GUIDED MISSILES													
LANDING FORCE/ARTILLERY AMMO													
PYROTECHNIC DEVICES													

CERTIFICATION LEVEL LEGEND:

TM – Team Member I/T In Training QA - Quality Inspector

TL – Team Leader I – Individual SO - Safety Observer

EXPLOSIVES HANDLING PERSONNEL (QUAL/CERT) CHECKLIST

YES/NO CHECKLIST	
	Are the Certification Board Members designated by name and in writing by the CO/OIC/Director or designated Board Chairman?
	Are members of the certification board E-6 or above and certified to the QA and/or SO level?
	Are Certification Board Members certified in the same explosive, explosive device, certification level and work task codes for which they are observing and or certifying?
	Do the records reflect training to substantiate certification per the Department's training plan?
	Is training/OJT specifically documented in training records to support the explosive, explosive device, work task code and levels on each individual Qual/Cert Form?
	Are approved certification forms being used to document certifications?
	Are applicable Qual/Cert levels, work tasks indicated?
	Are "Initial" certifications within the guidelines of the applicable instruction(s)?
	Did the individual being certified sign the form where indicated to acknowledge their certification?
	Did a certified Board Member who actually <u>observed and/or verified</u> (as documented in training records) the task(s) under consideration, sign where indicated as the certification Board Member?
	Is the date of the certification/recertification valid within 1 year and in the correct format?
	If recertification has been accomplished, did the individual being certified, the Board Member, and the Board Chairman sign and date the form?
	Are deletions of single line entries being made correctly on Ordnance Certification Forms?
	Is AA&E security form filled out and signed by member and Screening Officer and present in training jacket?
	Does member have a current copy of required Explosive Physical in training jacket?
	If member is being upgraded, does the member have sufficient OJT?
	Is OJT for upgrading documented as IT in member's training jacket?